

**Memorandum of the Meeting  
Regular Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Monday, April 04, 2016**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, April 04, 2016** at the time of 7:00 o'clock p.m.

**Silent Roll Call:** Councilors Dan Vassar, Mark Herak, Steve Wagner and Konnie Kuiper were present. Councilor Bernie Zemen was absent. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

*Also present:* Susan Murovic, Advisory Board of Zoning Appeals; Randy Bowman, Assistant Inspector for Electric; and Ed Dabrowski, IT Contractor Consultant, were also present.

**General Substance of Matters Discussed**

1. *Floor Mats Aramark Discussion and CINTAS.* The Clerk-Treasurer and the Town Council discussed the disposition of the agreement with Aramark, which the Public Works Director seeks to end, and the entry into a successor agreement with CINTAS. It was noted that a new agreement may go for multiple years and would involve as contemplated the Town Hall and the Public Works Facility. The discussion included an exploration of whether it was meritorious to include all public facilities in any such agreement.
2. *Internal Control Requirements.* The Clerk-Treasurer briefed the Town Council on the new statutory requirements for Internal Control policies and training related to them. It was noted that the Town Council as the legislative body was the responsible body for the policy's enactment and the training under it. A copy from the March 2016 Cities and Towns Bulletin, pages 4-5, were distributed. There were no questions.
3. *Status and Disposition of the Kennedy Avenue Water Main Improvement Project.* Councilor Herak reported that he is receiving several resident complaints regarding the Kennedy Avenue Project, and the significant traffic back-ups that ensue. The discussion included whether the traffic control cones that restrict traffic to a single lane are left even when there is no work being done such as on the weekends. There was discussion whether the cones could be moved to the side to permit traffic and then replaced when the work resumes. It was noted that moving the traffic control cones is a mobilization cost and adding the moving as suggested if there was no safety issue, would add costs not contemplated under the original awarded agreement.

It was suggested that the Public Works Director should prepare an article to explain the history and purpose of the Kennedy Avenue Water Main Project and its status for completion for the next edition of the Gazebo Express.

4. *Review of the Enrolled and Agenda Building for Monday, April 11, 2016 meeting.* The Clerk-Treasurer reviewed the listed matters that were likely to be taken up for the plenary business meeting on Monday, April 11, 2016.

It was noted that the Pastor of Our Lady of Grace Church asked that the parade be rescheduled so as not to occur on Sunday. Councilor Kuiper expressed his desire that the parade not take place on Sunday as well. There was no final determination and the matter would be continued for future deliberation.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, April 04, 2016**, was adjourned at 7:16 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer